



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY

---



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: [www.mass.gov/mema](http://www.mass.gov/mema)

Deval L. Patrick  
Governor

Kurt N. Schwartz  
Director

Timothy P. Murray  
Lieutenant Governor

Mary Elizabeth Heffernan  
Secretary

TO: All Massachusetts Tier II Reporting Entities

FROM: Kurt N. Schwartz, Director  
Massachusetts Emergency Management Agency  
Chair, State Emergency Response Commission

RE: Guidance for Massachusetts Tier II Reporting Entities

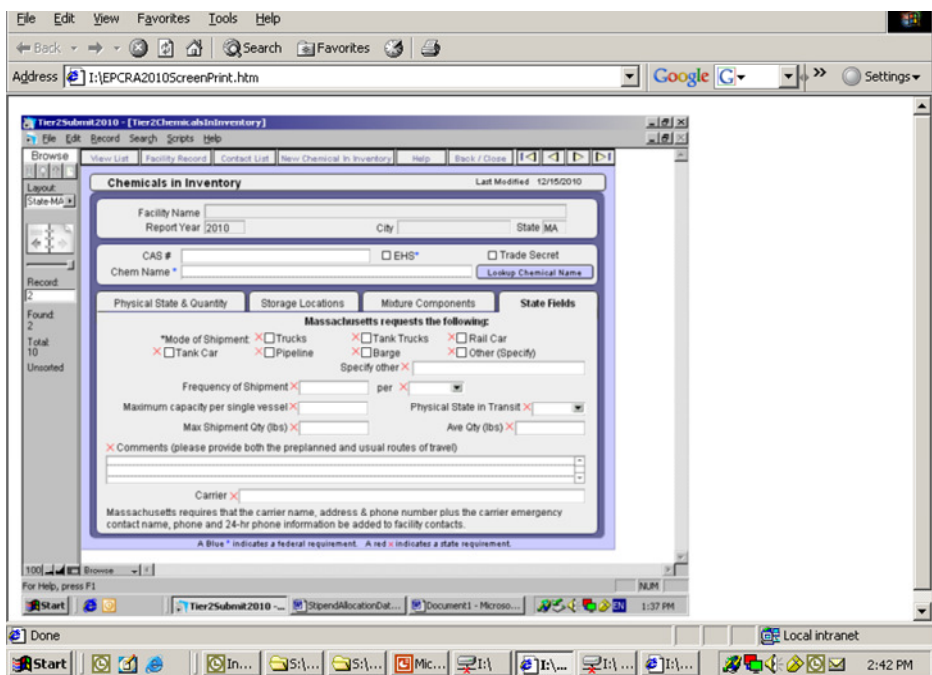
DATE: December 19, 2011

---

This document has been developed through the Massachusetts Emergency Management Agency's State Emergency Response Commission (MEMA-SERC) for Massachusetts entities that are required to submit Tier II reports.

This document provides guidance on how required reporting entities may provide response to the Massachusetts-specific Tier II report data fields.

**A snapshot of the Massachusetts-specific Tier II report data fields is provided below:**



10

MEMA encourages all required reporting entities to use the U.S. EPA's electronic Tier2 Submit software. However, if an entity submits a hard-copy Tier II report form, the entity must also provide a separate document that responds to the Massachusetts-specific Tier II report date fields.

The Massachusetts-specific Tier II report data fields must be completed by all required reporting entities in Massachusetts.

The following provides information on how all entities may complete these required data fields. The Tier II report is for in-bound shipments.

### **Mode of Shipment:**

Provide complete response to this section if the chemical reported is a U.S. EPA-designated "Extremely Hazardous Substance" (EHS).

Note: When entering the chemical's 'CAS Number' the EHS field will automatically 'check' if the chemical is an EHS. The only exception to this 'automatic check' are lead-acid batteries.

If the chemical is NOT an EHS, check 'Other (Specify)' and in the 'Specify Other' field, enter N/A.

**If the chemical IS an EHS, please check all modes of shipment that apply.**

### **Frequency of Shipment:**

Provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, enter '0'.

**If the chemical IS an EHS, please provide an average frequency of shipment for the most frequently used mode of shipment.**

**Per:**

Provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, enter 'N/A'.

If the chemical IS an EHS, please select the choice that applies (the drop-down menu choices are: Week; Month; and Year).

**Maximum capacity per single vessel:**

Provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, please enter '0'.

If the chemical IS an EHS, please provide this information for the vessel that supplies the largest quantity of EHS. 'Vessel' may be a truck, van, rail care, barge, etc.

**Physical State in Transit:**

Provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, enter 'N/A'.

If the chemical IS an EHS, please select the choice that applies. 'State' may be Liquid, Gas, or Solid.

**Maximum Shipment Quantity (lbs):**

Provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, enter '0'.

If the chemical IS an EHS, please provide this information for the largest shipment received at one time.

**Average Quantity (lbs):**

Provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, enter '0'.

If the chemical IS an EHS, please provide this information (average received per year).

**Comments:**

Provide both the pre-planned and usual route of travel; provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, enter 'N/A'.

If the chemical IS an EHS, please identify the most commonly used route for deliveries to your facility from the nearest Massachusetts state highway.

**Carrier:**

Provide complete response to this section if the chemical reported is an EHS.

If the chemical is NOT an EHS, enter '0'.

**If the chemical IS an EHS, please identify your current and primary carrier.** This information would also need to be entered in the 'Facility Records – Contacts' tab.

**The following is provided as an example only of how a user may provide responses to the Massachusetts-specific Tier II report date fields:**

In the reporting year, ABC Company received the following deliveries of an EHS Chemical (93% Sulfuric Acid): A single Tank Truck containing 40,000 pounds, one delivery per month by Truck of (2) 55 gallon drums (500 pounds each) and two deliveries per year by Truck of (5) one gallon containers (10 pounds each).

Given this delivery schedule, the shipment information may be completed as follows:

- Mode of Shipment: "Tank Trucks" and "Trucks"
- Frequency of Shipment: 1 per month (Average frequency for the most frequently used mode)
- Per: Month (Average frequency for the most frequently used mode)
- Maximum Capacity (per single vessel): 40,000 Pounds (Maximum amount contained in the tank truck)
- Physical State in Transit: Liquid
- Maximum Shipment Quantity (lbs): 40,000 Pounds
- Average Quantity (lbs): 3,473 Pounds (52,100 total pounds divided by 15 total deliveries)
- Comments: The most commonly used route for deliveries to the ABC Company is the (identify MA State Highway)
- Carrier: The ABC Company's current and primary carrier is ABC Trucking

**The following provides some general “Do’s” and “Don’ts” for the Tier II Reports:**

- Do use the current Reporting Year Tier2Submit software. For example, the 2011 Reporting Year (Jan 1, 2011 – December 31, 2011) would use the Tier2Submit2011 to file your report. This is free software and may be downloaded on the U.S. EPA’s website here:  
<http://www.epa.gov/emergencies/content/epcra/tier2.htm>
- Do e-mail completed reports to [Tier2@STATE.MA.US](mailto:Tier2@STATE.MA.US). You will receive an acknowledgement of your submittal.
- Do provide your contact information (name, telephone number) in the body of your email when submitting completed reports.
- Do use the following naming convention when submitting reports (e.g., FacilityName\_2011Tier2).
- Do provide your e-mail address in the ‘Contacts’ section of the report.
- Do retain Tier II Reports for five (5) years.
- Don’t open the Tier2 Report outside of the Tier 2 Submit 2011 software. You can only open this report inside of the Tier 2 Submit 2011 application or with ‘CAMEO’ software.
- Don’t delete Tier 2 applications used from prior reporting years.

**Please contact Elaine Denniston ([Elaine.Denniston@state.ma.us](mailto:Elaine.Denniston@state.ma.us); 508.820.1447 or Jeff Timperi ([Jeff.Timperi@state.ma.us](mailto:Jeff.Timperi@state.ma.us); 508.820.2019) with any questions or comments you may have regarding this guidance document.**